

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE		PAGE OF PAGES 1 5	
2. AMENDMENT/MODIFICATION NO. 01		3. EFFECTIVE DATE February 10, 2003		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable)	
6. ISSUED BY U.S. Agency for International Development Office of Procurement, M/OP/HRAM/AFP Washington, DC 20523-7101		CODE		7. ADMINISTERED BY (If other than Item 6)		CODE	
8. NAME AND ADDRESS OF CONTRACTOR (NO., street, city, county, State, and ZIP Code)				(✓)		9A. AMENDMENT OF SOLICITATION NO. M/OP-03-467	
				X			
						9B. DATED (SEE ITEM 11) January 27, 2003	
						10A. MODIFICATION OF CONTRACT/ORDER NO.	
						10B. DATED (SEE ITEM 13)	
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<p><input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input checked="" type="checkbox"/> is extended <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning <u>2</u> copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) by separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.</p>							
12. ACCOUNTING AND APPROPRIATION DATA (If required)							
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.							
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.							
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b)							
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:							
D. OTHER (Specify type of modification and authority)							
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return <u> </u> copies to the issuing office.							
<p>14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)</p> <p>Amendment 1 to RFA M/OP-03-467 is to:</p> <ol style="list-style-type: none"> 1. Correct RFA M/OP-03-467 pagination; the RFA number and fax number on page two of the cover Letter and; 2. Incorporate language into Section II "Grant Application Instructions" 3. Provide interested applicants with RFA questions and answers 							
Except as provided herein, all terms and conditions of the document referenced in Items 9A or 10A, as heretofore changed, remain unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA _____ (Signature of Contracting Officer)		16C. DATE SIGNED	

The specific changes are as follows:

1) the entire RFA has been repaginated and 2) on page two of the cover letter, the RFA number is corrected to show “M/OP-03-467” 3) on page two of the cover letter the fax number is changed to “202-216-3041” and the following language has been added under Section II, “Grant Application Guidelines A. GENERAL” Insert “4. PVC will consider only one application per PVO during this RFA cycle.”

Unless amended; all other terms and conditions remain in full force and effect

**Strengthening the NGO Sector
USAID RFA M/OP-03-467**

**Questions and Responses
February 10, 2003**

This attachment provides questions and responses to USAID RFA M/OP-03-467 and is not incorporated into the RFA:

Question 1: Document Error Questions:

- A download of RFA M/OP-03-467 from the USAID website via Adobe Acrobat; it appears that pages 12 - 18 were missing. Pagination in the document jumps from page 11 to page 19. Please clarify whether there are missing pages or just that the pagination is off.
- Pages 29-75 have been repeated in the document. Is this an error?
- Please verify the fax number listed on page 3 of the RFA.

USAID Response:

The pagination, RFA number and fax number have been corrected. No pages were missing from the January 27, 2003 posting. Please see Amendment 1 to this RFA.

Question 2: Eligible Countries:

- What is the geographic scope for this RFA? Are technical applications for a limited set of countries possible?
- Are Technical applications for any countries not listed acceptable?
- India is not one of the countries included under Asia in the eligible country list category. Please confirm. Will Annex C be amended at a future date?
- Do you envision an amendment to Annex C to RFA M/OP-03-467 to include Russia, Ukraine, Belarus, Georgia, Macedonia, and Albania in addition to those countries already listed Annex C?

USAID Response:

Please refer to Annex C on page 72 for a list of eligible countries. Applications may be submitted for one or several of the countries listed, but please note that the maximum annual amount that PVC will fund for one cooperative agreement is \$750,000 (The five year life of project maximum will therefore be \$3,750,000).

The technical applications must propose work in the countries listed in Annex C to be considered for award. An amendment to Annex C is not anticipated. For clarification, please refer to page 7 of the RFA for a discussion on the development of the eligible country list.

Question 3: External Evaluations:

On page 6 of the RFA under "Program Requirements," the following requirement is stated:

"Have completed an external evaluation of its NGO capacity strengthening activities within the last three years, not to be confused with a financial audit." Are there are any restrictions or guidelines on the type of external evaluation required?

- Page 7 of the RFA states that applicants must have "...completed an external evaluation of its NGO capacity strengthening activities within the last three years." We completed a major external evaluation of our PVC matching grant last year. Does completion of a USAID external evaluation on an existing award qualify as meeting the criteria for all of our country offices, or does the criteria apply to, for example, a country office such as Guatemala, which works on NGO strengthening activities but has not done an external evaluation of its program within the past three years. Is the requirement aimed at the entire organization, and not required for each country in which the organization works? Uncertainty exists regarding whether or not country programs and regions under an award must have had an external evaluation within the past three years to qualify as having met this requirement.

USAID Response:

The external evaluations can be based on the organization and its activities and does not have to be based on the country that is addressed in the application. Any evaluation submitted needs to be relevant to the NGO strengthening aspects of the RFA. The rationale for conducting an external evaluation is to undertake an objective analysis of your program. The external evaluation should provide objective information that will support an applicant's capability to successfully implement the program proposed in the application. This is important because the Local NGO Strengthening Program does not conduct its own programmatic evaluation of an applicant. Applicants may provide a brief discussion of the major results and issues from evaluation(s) completed in the past three years on related project(s) the applicant has implemented. In addition, the applicant may provide as an attachment the Executive Summary and program results and recommendations of the most recent evaluation. Please bear in mind the page limitation for all attachments. An evaluation of the entire organization is not required.

The CDIE homepage http://www.dec.org/usaaid_eval/ provides more detailed information on USAID evaluation requirements.

Question 4:

Are other USAID recipients in NGO strengthening working in any of the countries listed under the new RFA Strengthening the NGO Sector? We want to avoid duplication of effort.

USAID Response:

The "The Strengthening NGO Sector" RFA differs from other NGO development work primarily in its approach. Two major characteristics of this RFA is USAID's intent to award multiple Cooperative Agreement awards and its focus on programmatic work in select countries for NGO capacity building.

Question 5: Registered PVOs:

- In the RFA (Strengthening the NGO Sector M/OP-03-467) it is stated that 'only NGOs registered with USAID are eligible to apply'. Does this statement indicate that only USA registered NGOs can apply or are NGOs registered in Ukraine also eligible to apply?
- Please clarify whether Ukrainian NGOs registered with USAID in Kyiv UKRAINE are eligible to apply for the RFA "Strengthening the NGO sector" M/OP-03-467

USAID Response:

For the purposes of this RFA, NGO refers to a "local indigenous non-governmental organizations" and PVO refers to a private non-governmental organization organized under U.S. law that maintains its principle place of business in the United States. Any applicant under this RFA must be registered with the PVC office in USAID/Washington. The USAID website http://www.usaid.gov/hum_response/pvc/ has information on the registration requirements and process for PVOs:

Question 6: Funding Range

In the cover letter for RFA M/OP-03-467, it is indicated that USAID intends to award from 5-10 agreements, with an annual funding range of \$250,000-\$750,000. Does this funding range refer to the total amount the USAID will have available for all 5-10 awards, or does the annual funding range refer to an amount for each individual award?

USAID Response:

That amount is a range for the estimated annual funding level for one cooperative agreement. As noted previously, the maximum 5-year life of project award for one cooperative agreement will be an estimated \$3,750,000.